



## Special Events Permit Application

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Complete and return to:

City Manager

City of Burien

400 SW 152<sup>nd</sup> Street, Suite 300

Burien, WA 98166

Email: [burien@burienwa.gov](mailto:burien@burienwa.gov)

206-248-5539 fax

[burien@burienwa.gov](mailto:burien@burienwa.gov)

Available online at [www.burienwa.gov/specialevents](http://www.burienwa.gov/specialevents)

This completed application must be received by the City of Burien 45 days prior to (and up to two year ahead of) the proposed event with a \$100 application fee (\$25 upon submittal; \$75 upon approval).

# At A Glance

Thank you for selecting Burien as the site for your special event.

A special event includes any temporary activity that takes place outdoors and involves sales not already permitted by City code, or includes amplified sound that may cause a public disturbance or is conducted on a right-of-way.\*

- Please answer all questions on the attached application typing or printing clearly. Staff is available to help complete the application.
- The application will be distributed to City departments that may be involved in permitting the event.
- You may be requested to attend a pre-event meeting to discuss the proposed event with liaisons from City departments.
- Please sign, date and submit the application and all required attachments to:

City Manager  
City of Burien  
400 SW 152<sup>nd</sup> Street, Suite 300  
Burien, WA 98166  
Email: [burien@burienwa.gov](mailto:burien@burienwa.gov)

- Fees: \$25 upon submittal of application; \$75 upon approval of application.
- Promotion of the event may occur after the completed application has been submitted.
- Within thirty (30) days of receipt of the completed application, the City Clerk shall endeavor to take final action upon a completed application.
- A Special Event Permit will be issued after the event is approved and fees are paid.
- For complete information on conducting special events in Burien, please refer to the Special Events Guidelines which is available from the City Clerk, or online at [www.burienwa.gov](http://www.burienwa.gov)

\*Some events may be exempt. See Pages 6 & 7 in the Special Events Guidelines for exceptions.

**CITY OF BURIEN**  
**OUTDOOR SPECIAL EVENT PERMIT APPLICATION**

**APPLICANT** *(Organization Sponsoring the Event)*

*(If the APPLICANT contracts out with a firm or agency to produce the event, the Event Producer may be listed as a PRIMARY contact person below.)*

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**YES NO**

\_\_\_ \_\_\_ Is this a non-profit 501-3c organization? If yes, attach copy of tax exemption letter issued.

\_\_\_ \_\_\_ Can members of the general public join this organization?

\_\_\_ \_\_\_ Will your event be promoted and open to the public?

**EVENT CONTACTS**

*(PRIMARY contact is the person in charge of event who will be communicating with the City on all event details.)*

PRIMARY'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAIN TEL: \_\_\_\_\_ ALTERNATE TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAIN TEL: \_\_\_\_\_ ALTERNATE TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**REQUIRED:**

\_\_\_ Written communication authorizing the *APPLICANT* to apply on its behalf if the *APPLICANT* represents an organization.

**GENERAL EVENT INFORMATION**

**EVENT NAME:** *(Use same name that will be used to advertise event)* \_\_\_\_\_

**EVENT TYPE:** *(Parade, festival, run, ceremony, etc.)* \_\_\_\_\_

**LOCATION:** *(Check and complete ALL applicable lines):*

\_\_\_ In a City park(s)      Name of park(s): \_\_\_\_\_

\_\_\_ On City property      Event location address: \_\_\_\_\_

\_\_\_ On a City street(s)      Name of street(s): \_\_\_\_\_

\_\_\_ On Private property      Event location address: \_\_\_\_\_

## **GENERAL EVENT INFORMATION (cont'd.)**

### **EVENT SET-UP, TAKE-DOWN, & CLEAN-UP**

*(When you will take possession of, completely clear, clean up, and reopen site for normal use)*

#### **Location #1**

SET-UP Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

TAKE DOWN Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

#### **Location #2**

SET-UP Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

TAKE DOWN Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

#### **Location #3**

SET-UP Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

TAKE DOWN Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

### **ACTUAL EVENT DAY(S) & DATE(S)**

### **TIME OF DAY**

### **Est. Attendance**

*(If applicable, list for each location)*

\_\_\_\_ (Start) \_\_\_\_\_ AM/PM (End) \_\_\_\_\_ AM/PM \_\_\_\_\_

\_\_\_\_ (Start) \_\_\_\_\_ AM/PM (End) \_\_\_\_\_ AM/PM \_\_\_\_\_

\_\_\_\_ (Start) \_\_\_\_\_ AM/PM (End) \_\_\_\_\_ AM/PM \_\_\_\_\_

### **YES NO**

\_\_\_\_ Is there an attendance fee? *If YES,*

Fee per person: \$ \_\_\_\_\_ Fee collected in advance? \_\_\_\_ At event? \_\_\_\_ Both? \_\_\_\_

## **MANDATORY ATTACHMENTS**

### **\_\_\_\_ SITE DIAGRAM:**

*For Events Using **PUBLIC** or Private Property*

Drawing of proposed event lay-out, including location of:

- \_\_\_\_ BBQ's
- \_\_\_\_ Booths
- \_\_\_\_ Canopies/Tents
- \_\_\_\_ Dumpsters
- \_\_\_\_ Fences
- \_\_\_\_ First Aid Station(s)
- \_\_\_\_ Open flames or fire, including fireworks/pyrotechnics
- \_\_\_\_ Portable toilets *(include number)*
- \_\_\_\_ Road closure barricades
- \_\_\_\_ Signage
- \_\_\_\_ Stage(s)
- \_\_\_\_ Tables
- \_\_\_\_ Any other on-site vehicles, structures, or equipment
- \_\_\_\_ Any other types of activities at the event

*For Events Using **Private** Property*

- \_\_\_\_ Adjacent residential units
- \_\_\_\_ Adjacent streets
- \_\_\_\_ All marked parking spaces

### **\_\_\_\_ ROUTE MAP:**

*Needed for Parades, Runs, Walks, and Races On Public Streets or Sidewalks*

- \_\_\_\_ Map of proposed route, including start and finishing points
- \_\_\_\_ Direction of movement
- \_\_\_\_ Proposed street closures, including specific area(s) needing closure

## Equipment / Source of Power

YES NO

\_\_\_\_ Will the event and/or any areas within event be fenced? *If YES,*  
     Total areas to be fenced and size(s) of each area \_\_\_\_\_  
     Type of fencing to be used \_\_\_\_\_  
     Date and approximate time being installed & removed: \_\_\_\_\_

\_\_\_\_ Will there be parade floats?

\_\_\_\_ Will there be carnival rides?

\_\_\_\_ Will there be circus activities?

\_\_\_\_ Will there be tent(s) or canopy(s)? *If YES,*  
     How many and size(s) of each: \_\_\_\_\_  
     Date(s) and approximate time(s) they will be set-up & removed \_\_\_\_\_

\_\_\_\_ Will there be a stage(s)?  
     How many and size(s) of each: \_\_\_\_\_  
     Date(s) and approximate time(s) they will be set-up & removed \_\_\_\_\_

\_\_\_\_ Will your event have any other temporary structures on-site? *If YES,*  
     How many and size(s) of each: \_\_\_\_\_  
     Date(s) and approximate time(s) to be set-up & removed: \_\_\_\_\_

\_\_\_\_ Will there be amplified sound? *If YES,*  
     Day(s), date(s), & time(s) will amplified sound be scheduled? \_\_\_\_\_  
     Number of bands or other musical units \_\_\_\_\_ Nature of equipment \_\_\_\_\_  
     Approximately how far from the sound source will amplified sound be able to be heard? \_\_\_\_\_ (ft.)

\_\_\_\_ Will electrical power be used? *If YES,*  
     Will you need the City to provide electrical power? Yes \_\_\_\_\_ No \_\_\_\_\_ *If YES,*  
         Number of outlets needed and day(s), date(s), & time(s) \_\_\_\_\_  
         Number of amps needed per outlet and day(s), date(s), & time(s) \_\_\_\_\_

\_\_\_\_ Will a generator(s) be used? *If YES,*  
     How many and what size/kind of each? \_\_\_\_\_  
     Location(s) \_\_\_\_\_

\_\_\_\_ Will there be any additional specialized electrical services provided by you for vendors or others? *If YES,*  
     What type & when will these be provided? \_\_\_\_\_

\_\_\_\_ Will heaters be used? *If YES,*  
     How many and what size/kind of each? \_\_\_\_\_  
     Location(s) \_\_\_\_\_

\_\_\_\_ Will there be booths? *If YES, approximate number of*  
     Sales Booths: \_\_\_\_\_ Non-Sales Booths: \_\_\_\_\_  
     Booth Set-Up:   Date: \_\_\_\_\_ Time: \_\_\_\_\_  
     Booth Removal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_ Will there be any tables (outside of booths)?  
     How many and size(s) of each: \_\_\_\_\_

\_\_\_\_ If a City source is available, will a water connection be needed for your event?  
     Desired location(s) \_\_\_\_\_

\_\_\_\_ Will event activities produce extra trash/litter? *If YES,*  
     Please list how many extra garbage cans & dumpsters will be needed on event site \_\_\_\_\_

## Equipment / Source of Power (cont'd.)

- \_\_\_ Will you be providing portable toilets? If YES,  
What kinds and how many of each kind? \_\_\_\_\_
- \_\_\_ Will you be having Inflatable Bouncers or other children's participatory activities? If YES,  
Approximate number to be provided \_\_\_\_\_

## Food & Beverage

YES NO

- \_\_\_ Will you have food and/or beverage booths? If YES,  
\_\_\_ Will food/beverages be prepared or cooked in booths? If YES, please check all to be used:  
Appliance Type & Quantity of Each  
\_\_\_ Wood \_\_\_ Propane  
\_\_\_ Charcoal \_\_\_ Electrical \_\_\_ Other, Please specify: \_\_\_\_\_
- \_\_\_ Will you be providing a separate sanitation station with sink and potable water access? If YES,  
How many and size(s) of each \_\_\_\_\_  
Day(s), date(s), and time(s) needed \_\_\_\_\_  
**\*NOTE: Food vendors must have appropriate permits from King County Dept. of Public Health and Fire District.**
- \_\_\_ Will you have on-site BBQs? If YES,  
Approximate number to be provided \_\_\_\_\_
- \_\_\_ Will you be serving or selling alcohol? If YES, will the serving/sales of alcohol be:  
\_\_\_ Open to public? If YES, is your organization:  
\_\_\_ Non Profit  
\_\_\_ Corporate/Business  
\_\_\_ Private (by invitation only)? If YES, check which situation applies to your event:  
\_\_\_ Serving only (no sales)  
\_\_\_ Selling  
**\*NOTE: Applicant/Vendor must have appropriate permit from Washington State Liquor Control Board.**

## Sales

YES NO

- \_\_\_ Will any food, items, or services be sold? If YES, check all that apply:  
\_\_\_ Food  
\_\_\_ Hand crafted items  
\_\_\_ Commercial/imported items  
\_\_\_ Business services or products  
\_\_\_ Activities (tattoo, face-painting, etc.)
- \_\_\_ Will any sales be held in a public park? If YES, please list what will be sold and at what park location(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \*NOTE: Seller must have a Washington State Business License (includes a Unified Business Identifier (UBI) number) and a City of Burien Business License.**

## Security Services

### SECURITY PLAN:

The Police Department will work with you to identify general security issues to consider.

- \_\_\_ Submit a Plan for how and when services will be provided.  
Security contact person: \_\_\_\_\_  
Main Tel: \_\_\_\_\_ Alternate Tel: \_\_\_\_\_

## Signs

YES NO

\_\_\_\_

**Will any signs be displayed prior to/during your event?** *If YES,*

Number of signs \_\_\_\_\_

Type(s) (banner, carnival-like devices, search lights, inflatables, flags) \_\_\_\_\_

Dimensions and material \_\_\_\_\_

Location(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

## Traffic and Parking Control

YES NO

\_\_\_\_

**Will you need any of the following public areas closed for your event?** *If YES, list all locations below:*

**STREET(s)**      Between Which Intersections      Day(s) and Date(s)      Times: From \_\_\_\_\_ AM to \_\_\_\_\_ PM

**SIDEWALK(s)**      Between Which Intersections      Day(s) and Date(s)      Times: From \_\_\_\_\_ AM to \_\_\_\_\_ PM

**OTHER PUBLIC PROPERTIES**      Location      Day(s) and Date(s)      Times: From \_\_\_\_\_ AM to \_\_\_\_\_ PM

**PARKS(s)**      Area Needing Closure      Day(s) and Dates(s)      Times: From \_\_\_\_\_ AM to \_\_\_\_\_ PM

YES NO

\_\_\_\_

**Will you be providing flagger(s) for the event?** *If YES,*

How many? \_\_\_\_\_

Locations \_\_\_\_\_

\_\_\_\_

**\*Will you be providing road barricades for the event?** *If YES,*

How many and what size/kind of each? \_\_\_\_\_

Locations \_\_\_\_\_

\_\_\_\_

**Will you be providing a method for vendors to load-in, load-out, and park?** *If YES,*

What is the plan? \_\_\_\_\_

\_\_\_\_

**Will you be accommodating overflow parking?** *If YES,*

What is the plan? \_\_\_\_\_

**\*NOTE:** You may be required to provide traffic control equipment and services. Company suggestions are listed in the Guidelines.

## Miscellaneous Activities

YES NO

\_\_\_\_ Will the event have any open flames, fireworks/pyrotechnics, candles, and/or other fire-related activities?

If YES, what kinds? \_\_\_\_\_

\_\_\_\_ Will there be any activities connected to the event? (Examples: fun run; foot race; live animal display)

If YES, indicate what types \_\_\_\_\_

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\_\_\_\_ Will there be any other type of activities within the event not listed here? If YES, describe:

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Please sign the "Declaration" section at the bottom of this document and return this Application Form with the Mandatory Attachments to Burien City Hall, Attn: City Manager, 400 SW 152<sup>nd</sup> Street, Ste. 300, Burien, WA 98166 or e-mail to [burien@burienwa.gov](mailto:burien@burienwa.gov). For additional information, please call (206) 248-5517.

## DECLARATION

**As the authorized representative of the applicant, I hereby declare that:**

1. The information contained in the application and the attachment(s) is true, complete and correct to the best of my knowledge.
2. *Applicant* agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents and employees, arising from *Applicant's* acts or omissions under this Agreement or any act of omission of *Applicant's* permission or invitation of *Applicant*, except as may arise from the sole negligence or willful misconduct of City, its officers, agents, contractors, or employees. In any action or claim against City in which *Applicant* is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.
3. *Applicant* agrees to provide: (a) certificate(s) of insurance prior to permit issuance evidencing the General Liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate; (b) a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance; and (c) include all subcontractors and concessionaires as additional insured under its policies and provide the City with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All overages for subcontractors shall be subject to all the same insurance requirements as stated herein for the *applicant*.
4. *Applicant* has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within the Guidelines.
5. *Applicant* will be financially responsible and pay for any City fees or costs that may be imposed for your event within 30 days from receipt of City invoice.
6. No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the *Applicant* shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, *Applicant's* indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
7. *Applicant* will contact Waste Management Inc. for garbage and recycling if the event occurs on a City street, City-owned site, facility or public park and has an estimated average daily attendance of at least 50 persons.

8. **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Tel** \_\_\_\_\_ **Email** \_\_\_\_\_

**For Private Property Event**, a letter from the property owner (or an agent authorized by the owner) must be included with this application. The letter should be on company letterhead acknowledging their approval of the event, knowledge of the date, time and activities scheduled to take place. Contact information (address, email and phone) for this individual should be included in the letter.

1. If any new elements are added to the event, the Applicant must notify the City in writing. The requested addition is subject to approval.

## SPECIAL EVENT CHECKLIST

The following items may be required at least 30 days prior to the event before a permit will be issued. Please refer to the Special Events Guidelines or call the City Clerk as to whether or not you must submit the following. When applicable, attach copies of:

	Applicant to Submit	City Received	N/A
Special Event Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee (\$25 upon submittal; \$75 upon approval)	<input type="checkbox"/> \$25 <input type="checkbox"/> \$75	<input type="checkbox"/> \$25 <input type="checkbox"/> \$75	<input type="checkbox"/> <input type="checkbox"/>
Copy of Tax Exemption Letter (Non-Profit 501-3c Organization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Authorizing the Applicant to Apply on Its Behalf if the Applicant Represents an Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Diagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Route Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washington State Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City of Burien Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department Permit(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way / Street Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Structure Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Insurance Certificate with Endorsement Naming the City of Burien as Additional Insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washington State Liquor Control Board Permit A copy is required. The permit must be displayed by the Applicant/vendor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Property Event – Letter from property owner acknowledging their approval of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>King County Health Department Food Permit</b> A copy is not needed. The permit must be displayed by the Applicant/vendor.
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